

DRAFT/GMStewart/2 Dec 58

MEMORANDUM FOR: Deputy Director (Coordination)
Deputy Director (Intelligence)
Deputy Director (Plans)
Deputy Director (Support)

SUBJECT : Personnel Selection-out Procedures

REFERENCE : Memo same subject dated 17 February 1958

1. The procedures established in referenced memorandum will continue in force during calendar year 1959. However, less dependence will be placed on the annual review and ranking of the potential candidates for selection-out and more emphasis will be placed on the responsibility of Deputy Directors and Heads of Career Services to take action at the time that a potential candidate is first identified. *Thus*

essentially
~~2. In the coming year, therefore,~~ the annual review will be used as a follow-up action, ~~only~~. It will be used when there is real doubt in the minds of responsible officials concerning the relative standing of an individual and *when* the application of selection-out procedures to his case. *Where* no such doubt exists and *when* the evidence upon which to base selection-out action is sound and persuasive, such action will be taken as soon as the case is identified.

hence
3. The Director of Personnel is instructed to schedule the annual career service reviews at various times during the coming year in order to control the backlog of cases.

DISTRIBUTION OF CONCLUDED SEPARATION OUT CASES

Component - Career Service	Total Cases	Reassignments	Separations (Resignations, Retirements, Terminations)											Wage Board
			Total Sepa.	GS 14	GS 13	GS 12	GS 11	GS 9	GS 7	GS 6	GS 5	GS 4	GS 3	
DD/I														
C (OOR)	8	-	8	1	-	2	-	2	-	-	1	1	1	-
I	-	-	-	-	-	-	-	-	-	-	-	-	-	-
IS (OBI)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
IC (OCI)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
IN (ONE)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
IP	-	-	-	-	-	-	-	-	-	-	-	-	-	-
IR (ORR)	2	GS-15 to GS-14	1	-	-	-	-	-	1	-	-	-	-	-
IS (OBI)	2	-	2	2	-	-	-	-	-	-	-	-	-	-
O	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OS	2	GS-12 (Prob.)	1	-	-	1	-	-	-	-	-	-	-	-
OC (Oert)	1	-	1	-	-	-	-	-	-	-	-	-	1	-
OD (FID)	2	-	2	-	-	-	-	1	-	-	-	-	1	-
Subtotal	17	2	15	3	-	3	-	3	1	-	1	1	3	-
DD/S														
SA	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SC (Commo)	2	-	2	-	-	-	-	1	-	1	-	-	-	-
SF (Compt)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SL (Log)	9	-	9	-	-	-	-	-	-	-	-	1	1	7
SM (Med)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SP (Pers)	3	-	3	-	-	-	1	1	1	-	-	-	-	-
SS (Sec)	4	GS-12 to GS-9	3	-	-	2	1	-	-	-	-	-	-	-
ST (Trg)	1	-	1	-	-	-	-	-	1	-	-	-	-	-
Subtotal	19	1	18	-	-	2	2	2	2	1	-	1	1	7
DD/P														
	12	GS-12 to GS-9 GS-12 (Prob.) GS-11 (Prob.)	9	-	1	1	1	5	-	-	-	1	-	-
TOTALS	48	6	42	3	1	6	3	10	3	1	1	3	4	7